

**USDA HSPD-12
Person Model
Adjudicator Data Entry Guide**

Prepared for



**United States Department of Agriculture
Office of Homeland Security and Emergency
Coordination (OHSEC)
300 7th Street SW, Washington DC 20024**

**Version 1.3
September 5, 2014**



PERSON MODEL ADJUDICATOR

DATA ENTRY GUIDE V1.3

Revision Information

Version	Date	Revision Notes
1.0	09/30/2011	Initial Draft
1.1	12/13/2011	Final Draft. Updates include screenshots and comments impacted by development of the Person Model leading up to go live on 11/14/11, and post go-live fixes.
1.2	06/18/2012	Updates include new Person Model website link.
1.3	09/05/2014	Updates include new link for Person Model and new screenshots to show menu display navigation feature.



PERSON MODEL ADJUDICATOR

DATA ENTRY GUIDE V1.3

Contents

<i>Introduction</i>	<i>4</i>
Separation of Duties	4
Person Model Adjudicator Role	4
<i>Step 1: Process Start</i>	<i>4</i>
<i>Step 2: Person Model Adjudication Functions</i>	<i>6</i>
a) Login Screen (Required)	6
b) Start Screen (Required)	7
c) Person Information (view only)	8
d) Adjudication Information (Required)	10
<i>Step 3: Enrollment and Activation</i>	<i>12</i>

List of Figures

<i>Figure 1: Login Screen</i>	<i>6</i>
<i>Figure 2: Start Screen</i>	<i>7</i>
<i>Figure 3: Menu Display Navigation</i>	<i>8</i>
<i>Figure 4: Adjudicator Role Menu</i>	<i>8</i>
<i>Figure 5: Find an Existing Value Screen</i>	<i>9</i>
<i>Figure 6: Person Model Adjudication Menu</i>	<i>10</i>
<i>Figure 7: Person Model Adjudication Search Screen</i>	<i>10</i>
<i>Figure 8: Adjudication Screen Investigation Type</i>	<i>11</i>
<i>Figure 9: Add Adjudication Results</i>	<i>12</i>



Introduction

In August 2007, the United States Department of Agriculture (USDA) began a phased transition to the LincPass – USDA's own Personal Identity Verification (PIV) card. This effort is part of the entire Federal Government's move toward compliance with the President's Homeland Security Presidential Directive 12 (the Common Identification Standard for Federal Employees and Contractors), commonly known as HSPD-12.

Separation of Duties

An integral part of HSPD-12 is the separation of duties, which ensures that no individual has the capability to issue a PIV credential without the cooperation of another authorized person. As a result, any person who requires a LincPass must go through several steps to obtain their LincPass. This LincPass process includes Sponsorship, Adjudication, Enrollment and Activation.

Person Model Adjudicator Role

As an Adjudicator, you will play an integral part in the process for non-Federal employees to enroll for a LincPass so they can access facilities and systems. The Adjudicator is the person who reviews the results of background investigations (BIs) and records the results in Person Model. Person Model is USDA's database for storing and maintaining personnel identity records. Person Model maintains a single identity record for each person, and tracks the history of each relationship the person has with USDA over time. Person Model feeds non-Federal employee information required for LincPass enrollment to USAccess, the General Services Administration (GSA) credentialing system. The Adjudicator may or may not be the person that actually provides a final BI determination. This document provides an overview of procedures for Person Model adjudication.

Step 1: Process Start

To be an Adjudicator in Person Model, you must:

- 1. Person Model role holders must have an active employment status in USAccess and, at a minimum, be sponsored for a LincPass.**
It is recommended that Person Model role holders have their LincPass in hand. However, at a minimum, you must be sponsored in USAccess to be properly designated in your HSPD-12 role. This will also allow records to process successfully. If you do not yet have your LincPass, contact your Human Resources (HR) department.
- 2. Complete USAccess Adjudicator training**
To complete USAccess training, log on to the GoLearn Learning Management System at: <https://piv.golearnportal.org/>. To create an account, go to USAccess



- Role Holder On-line Training Course and enter your email address and the temporary password: 12345678. At the "First Time Registration" screen, complete all requested information, including selection of your agency from the list. Click Submit to create your account. Log in to the learning management system.
3. **Be designated as an Adjudicator in USAccess and obtain a USAccess login**
Notify your designated supervisor after completing USAccess training. Supervisors should send requests for Adjudicator designation to the Agency Role Administrator. Once designated in USAccess, Adjudicators will receive a USAccess login. Adjudicators must be designated in USAccess for records to process successfully from Person Model to USAccess. If you do not know who your Agency Role Administrator is, please contact the USDA HSPD-12 Help Desk.
 4. **Complete the Person Model Adjudicator training and successfully pass the Adjudicator test with a score of 80% or better**
Person Model training is available in AgLearn. Contact your AgLearn administrator for more information. If you do not know who your AgLearn administrator is, please contact the USDA HSPD-12 Help Desk. Person Model training is also available on the USDA HSPD-12 website at: <http://lincpass.usda.gov/training.html>.
 5. **Obtain a Person Model login**
Complete a Person Model access request and submit to your supervisor. Supervisors should send completed access requests to the Agency Security Officer (ASO) for processing. Once approved, you will receive a Person Model User ID and password. Adjudicators must be designated in USAccess prior to adjudicating records in Person Model. If you do not know who your ASO is, please contact the USDA HSPD-12 Help Desk.

Follow your existing Agency process for initiating, processing and/or verifying BIs for non-Federal employees. The minimum requirement for HSPD-12 is a National Agency Check with (Written) Inquiries (NACI). To expedite card issuance, it is recommended that Adjudicators enter results in Person Model as they are returned. A LincPass may be issued with a successful fingerprint check while the full investigation (NACI or higher) is pending.

Upon sponsorship in Person Model, the Person Model Adjudicator should be notified by the Sponsor (or designee) that non-Federal employee records are ready for Adjudication. Agencies must determine the preferred method for notification (email, phone, etc.). Refer to the Person Model Sponsor Data Entry Guide for detailed instructions on Person Model Sponsorship.

Step 2: Person Model Adjudication Functions

a) Login Screen (Required)



USDA United States Department of Agriculture
National Finance Center

EMPOWHR
SOLUTIONS
FROM HIRE TO RETIRE

WARNING

* You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

* Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

* By using this information system, you understand and consent to the following:

- * You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
- * Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
- * Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

User ID:

Password:

[Did you forget your password?](#)

[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [USA.gov](#) | [White House](#)

Figure 1: Login Screen

Open a web browser to the following address:

<https://usda.empowhr.gov/psp/hr/?Submit=I+AGREE+to+the+above>.

The first time you log in to the system you will use your Person Model User ID and a temporary password. You will be prompted to change your password.

Enter your temporary password, and then your new password twice for verification. You should follow USDA password guidelines when choosing your new password. When completed, Person Model will say that your password was successfully changed. You will then need to log out of Person Model and then log back in with your new password.

When completed, Person Model will say that your password was successfully changed. You will then need to log out of Person Model and then log back in with your new password.



PERSON MODEL ADJUDICATOR

DATA ENTRY GUIDE V1.3

It is also recommended that you verify the email address associated with your account. *This will ensure you receive important system notifications, such as contract expiration notifications. This will also allow you to change your own password.*

To set up your profile:

1. Select My System Profile from the left-side navigational menu.
2. At the bottom of the page, check Primary Email Account box, select the Email Type from drop-down list, and enter the correct email address.
3. Under My System Profile, select “Change or set up forgotten password help” link and select question and response.
4. Click “Save.”

Forgot your password? Contact your Agency Security Officer (ASO) who facilitated your Person Model login request.

b) Start Screen (Required)



Figure 2: Start Screen

Once logged in, you will be directed to the main page of Person Model. Select the link for **Non-Employee Processing** located in the navigational menu on the left.

As you navigate through the system, you will notice the menu display navigation at the top, which is a series of links to show you the options in the Main Menu you have selected to arrive at the current page.

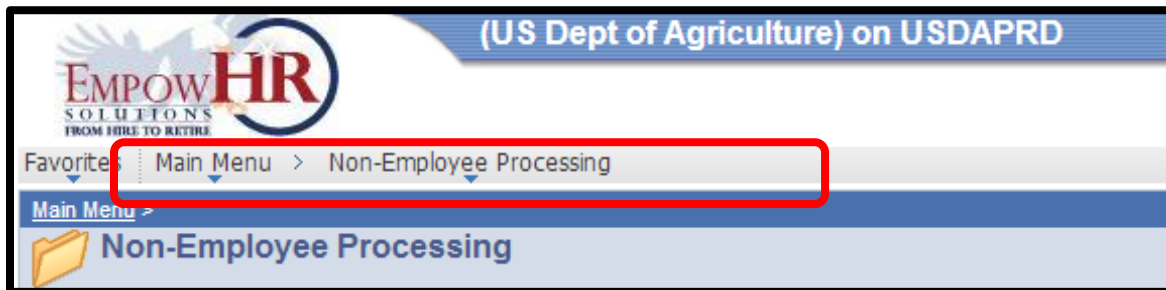


Figure 3: Menu Display Navigation

To go back to a previous step, click Non-Employee Processing, then select an option from the drop-down menu. You will be redirected back to that page.

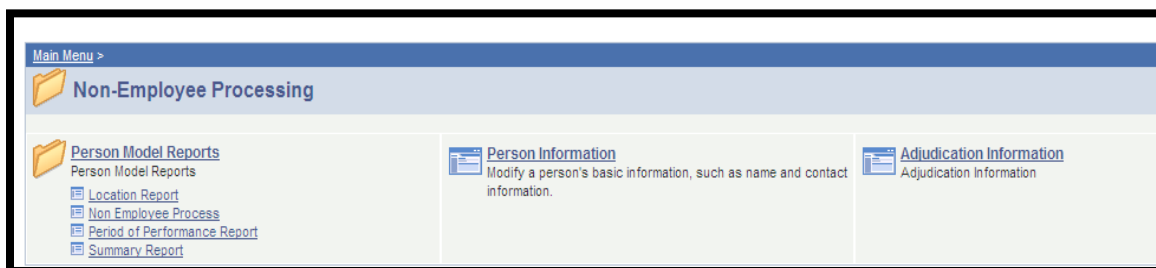


Figure 4: Adjudicator Role Menu

You should have access to the following Non-Employee Processing functions:

- Person Model Reports
- Person Information (view only)
- Adjudication Information

c) Person Information (view only)

In this step, you will view a Person Information record. The Person Model Adjudicator has view only access to Biographical Details and Contact Information. This may be

helpful to Adjudicators in verifying the identity of the person you are adjudicating. You may also use this functionality to look up biographical or contact information for the non-Federal employee.

1. Select **Non-Employee Processing**, then select **Person Information** from the drop-down menu. From here, you can search for existing Person Information records.
2. To search for an existing record, use the available search criteria to look for the record. If you prefer, select **Search** without search criteria selected for a complete list of all Person Information records already in the system. You may also select Advanced Search for a Boolean search.




Figure 5: Find an Existing Value Screen

Note: To search by Social Security Number you must enter the entire number without hyphens. You can also search by EmpID, Date of Birth, First Name or Last Name.

3. To view search results, select the appropriate hyperlink to view the record. Once you have selected a record, you may use the navigation menu at the bottom to search

through results. **Return to Search** will bring you back to the Search Results page. You can also choose **Previous in List** or **Next in List**.

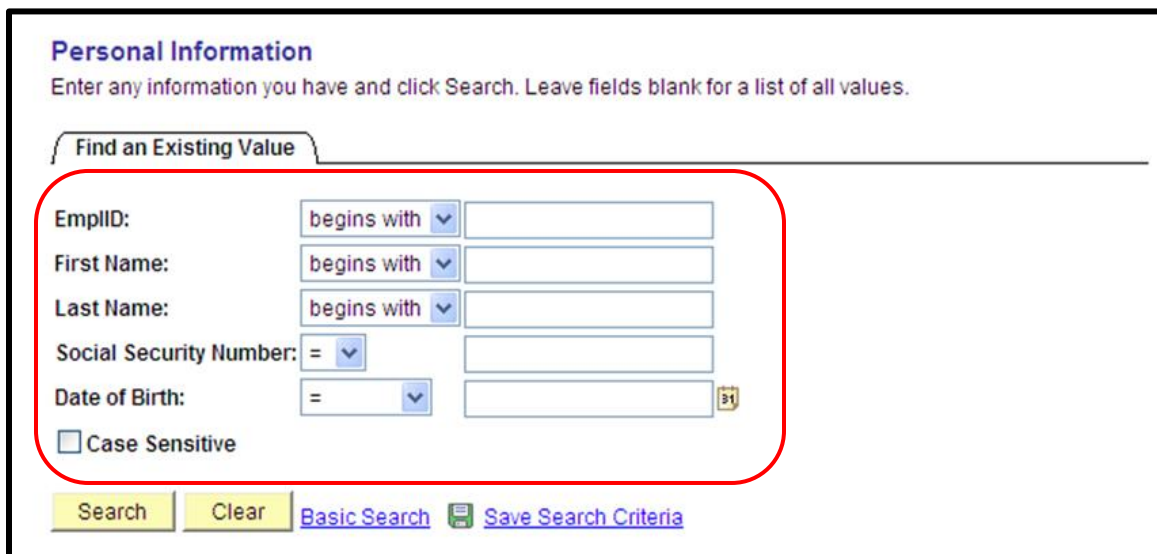
d) Adjudication Information (Required)

1. From the Non-Employee Processing menu, select **Adjudication Information**.



Figure 6: Person Model Adjudication Menu

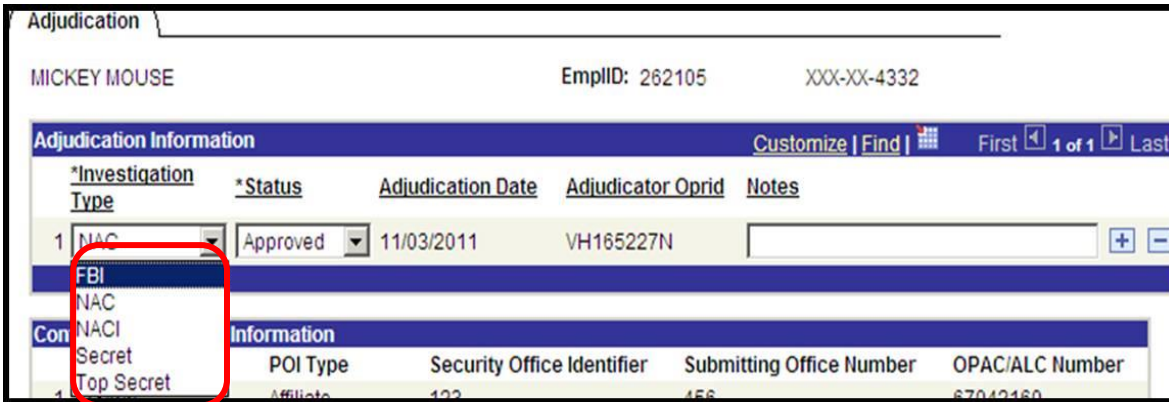
2. Use the search fields to locate the non-Federal employee. Select the appropriate hyperlink at the bottom of the screen to enter Adjudication results.



The screenshot shows the 'Personal Information' search screen. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a tab labeled 'Find an Existing Value'. A red rounded rectangle highlights the search fields: 'EmplID:', 'First Name:', 'Last Name:', 'Social Security Number:', and 'Date of Birth:'. Each field has a dropdown menu for the search criteria (e.g., 'begins with', '=') and a text input box. There is also a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search' and 'Clear', and links for 'Basic Search' and 'Save Search Criteria'.

Figure 7: Person Model Adjudication Search Screen

- On the Adjudication tab, select the **Investigation Type** and **Status**, and enter optional information in the **Notes** field.



The screenshot shows the 'Adjudication' tab in the Person Model Adjudicator. At the top, it displays 'MICKEY MOUSE' and 'EmplID: 262105 XXX-XX-4332'. Below this is the 'Adjudication Information' section. It includes a table with columns: *Investigation Type, *Status, Adjudication Date, Adjudicator OprID, and Notes. The first row shows '1' in the first column, 'NAC' in the second, 'Approved' in the third, '11/03/2011' in the fourth, and 'VH165227N' in the fifth. A red box highlights the 'Investigation Type' dropdown menu, which is open and shows options: FBI, NAC, NACI, Secret, and Top Secret. Below the table is a section for 'Information' with columns: POI Type, Security Office Identifier, Submitting Office Number, and OPAC/ALC Number. The first row shows '1' in the first column, 'Affiliate' in the second, '122' in the third, '456' in the fourth, and '67042160' in the fifth.

Figure 8: Adjudication Screen Investigation Type

- Investigation Type:** Use the drop-down list to select the appropriate investigation type. Options are FBI, NAC, NACI, Secret, and Top Secret.
- Status:** Use the drop-down list to select the appropriate option. Options are Approved or Not Approved.

Note: Selecting “Not Approved” in the Status field has serious consequences in the HSPD-12 system, and will revoke a non-Federal employee’s access to USDA facilities and systems. Please be sure to know, understand, and follow USDA business policy and standards for processing adjudication information.

- Adjudication Date:** This date is pre-populated to reflect when the data was entered in Person Model. This field is masked and therefore does not permit user data entry. The Adjudication Date will default to the current date.
- Adjudicator OprID:** This field is pre-populated with the Person Model OprID for the person entering the adjudication information. This field is masked and therefore does not permit data entry. The Adjudicator OprID will default to the Person Model Adjudicator’s User ID.

4. **Notes:** This is an optional field for additional information about the adjudication. Select the **Save** button.
5. To add another adjudication result, select the plus icon (+) to the right of the first row. Person Model will display a new row. Enter the new data as shown in Step 3, then select the **Save** button.



Adjudication

MICKY MOUSE EmplID: 262105 XXX-XX-4332

Customize | Find | First 1-2 of 2 Last

	*Investigation Type	*Status	Adjudication Date	Adjudicator Opid	Notes
1	NACI	Approved	09/29/2011	NEISCL02	Received 9/27/11
2	Top Secret	Approved	09/29/2011	NEISCL02	

Contract Assignment Information

Number	POI Type	Security Office Identifier	Submitting Office Number	OPAC/ALC Number
1 123456	Affiliate	123	456	67042160
2 ABC12345	Contractor	1234	4689	9876541

Save Return to Search Update/Display Include History Correct History

Figure 9: Add Adjudication Results

Step 3: Enrollment and Activation

1. Upon sponsorship in Person Model, the non-Federal employee(s) will receive email notification(s) and instructions to schedule their enrollment.
2. The non-Federal employee goes to an HSPD-12 enrollment station and enrolls for a LincPass.
 - a. After enrollment and entry of a favorable fingerprint result in Person Model, the LincPass is printed and shipped.
3. When the LincPass is printed and arrives at HSPD-12 activation station, the non-Federal employee will receive email notification and instructions to schedule their card activation.
4. The non-Federal employee goes to the HSPD-12 activation station to activate their LincPass.
5. Process continues according to DM 4620-002 available at: http://lincpass.usda.gov/ref_lincpass.html.



PERSON MODEL ADJUDICATOR DATA ENTRY GUIDE V1.3

For more information on HSPD-12 at USDA, visit <http://lincpass.usda.gov/>.

Contact the USDA HSPD-12 Help Desk:

Toll Free: 1-888-212-9309

Local: 703-245-7888

Email: USDAHSPD12help@dm.usda.gov

